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# Scholarship Committee Procedures Manual, 1983-1984

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PROCEDURE MANUAL FOR SEALL LUCILE ELLIOT  
SCHOLARSHIP COMMITTEE

1. If asked by the President, select or help select committee members.
2. Place scholarship announcement in the newsletter. Try to have it appear at least two months before the deadline for applications.
3. Along with the applications, send a letter to the committee outlining the criteria for the scholarships. Also include forms to be used such as the scoring system sheet and ballot. Try to give the members a month to evaluate applicants and return the ballots to you.
4. Send an acknowledgement letter of receipt of application to applicants.
5. Evaluate applicants and compile your ballot with the other committee members' ballots.
6. Send a letter to committee members with a copy of the compiled ballot. It should include the final ranking and summary.
7. Send letters to winners/losers.
8. After receiving the acceptance letters, notify treasurer of winners and amount of scholarship. The check will be sent directly to the winners.
9. Notify the President of the winners and use of the scholarships.